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OFFICE OF PERSONNEL - MONTHLY REPORT

July 1964

I HIGHLIGHTS

Agency to Cut Personnel Ceiling Again in FY '65 The Agency has announced a 1965 fiscal year-end ceiling objective of [REDACTED], representing a cut of at least 301 positions from the number authorized at the beginning of the fiscal year. Already, our personnel strength has turned downward reflecting the new objective. During July on-duty strength dropped 81, bringing the end-of-month total to within 222 of the 30 June objective. Of course, overall totals do not reflect the differences confronting individual Career Services in connection with the new objectives. During the year NPIC and DDS&T, for example, will be recruiting actively in order to come up to their authorized strength, while Services like OCR, OO/C, and DDP will be making adjustments in order to get down to authorized strength. These differences, along with other aspects of the new ceiling adjustments, are presently under active study in each of the Deputy Directorates.

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Record Amount Proposed for Suggestion Award Last October it was reported that a highly promising employee suggestion had been received which appeared to represent a major scientific break-through in the [REDACTED] analysis field. Technical evaluations of the suggestion, which relates to [REDACTED] have now prompted the Suggestion Awards Committee to recommend a \$10,000 award to be shared equally by the 4 members of the Office of ELINT who developed the idea. If approved, this will be the largest award made to date through the Agency's Incentive Awards Program.

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II OTHER ACTIVITIES

1. RECRUITING

Annual Recruiters Conference All our professional recruiters will be at Headquarters from 15-25 September. The 4 days beginning 15 September will be devoted to preparations for the forthcoming "100 Universities Program", component contacts, and other related matters. Then the formal conference will follow during the entire week beginning 21 September.

The "100 Universities Program" Plans are nearing completion for the "100 Universities Program" to be conducted this year during October. 16 senior officials have been selected to pair off with an equal number of recruiters to visit 88 institutions. Virtually all of the senior officials selected were participants in last year's program but in each instance will be visiting different schools this year. An initial meeting between the officials and their recruiter teammates is set for 15 September.

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NO CHANGE IN CLASS. ☐  
IT DECLASSIFIED  
CLASS. CHANGED TO: TS S *C2012*  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: [REDACTED]  
12 MAR 1982 REVIEWER: \_\_\_\_\_

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July '64 JOT Class The July JOT Class has its full quota of ██████████ trainees -- the fourth straight class to do so. Here's how the new class compares with its 3 predecessors:

		<u>Jan '63</u>	<u>July '63</u>	<u>Jan '64</u>	<u>July '64</u>	
a.	<u>Composition</u>	"Externals"	<div style="background-color: black; width: 100%; height: 100%;"></div>			
		"Internals"				
		"Specials"				
b.	<u>Sex</u>	Men				
		Women				
c.	<u>Age</u>	Average				
		Youngest				
		Oldest				
d.	<u>Number Married</u>	about				
e.	<u>Number Undergraduate Schools Represented</u>					
f.	<u>Number Graduate Schools Represented</u>					

Two members of the July class attended college but did not earn degrees; all others hold bachelor degrees and 19 have graduate degrees as well. A Western trend is still noticeable in the geographic background of the class, but it probably represents the best nation-wide dispersion of any class since the JOT Program began.

## 2. BENEFITS AND SERVICES

Funds for John F. Kennedy Library Agency employees contributed a total of \$7,070, including \$600 in pledges, to the John F. Kennedy Library to be constructed in Boston. A final Agency report has been made to the local campaign headquarters, and donations and pledges have been forwarded to the Library without associating individual contributors with CIA.

CIA Scores Well in Federal Service Campaign Final reports have been distributed for the National Health and Joint Crusade campaigns conducted last March in Washington Government agencies. CIA ranked 5th in total contributions for National Health Agencies and 6th in total contributions for the Joint Crusade. Our average gift (\$2.17) to Joint Crusade was the highest of the top 6 agencies.

Consolidated Fund Drive Plans are under way for a Consolidated Fund Drive to be conducted this fall embracing the following: (1) the 1965 Combined Federal Campaign in support of the UGF, National Health Agencies, and International Agencies (formerly Joint Crusade); (2) PSAS Fund Drive; and (3) Educa-

tional Aid Fund Drive. The 1965 Combined Federal Campaign is an experiment (being tried in Washington and 7 other cities) in conducting a single annual fund drive in Government for all approved voluntary agencies. As a part of the experiment, Federal employees will, for the first time, be able to contribute through the payroll deduction system.

Membership Drive for Employee Association Delayed The proposed membership drive for the Employee Activity Association has been deferred pending resolution of an objection the Central Cover Staff has raised with respect to the membership of Clandestine Services personnel. It is believed that adequate measures can be taken to protect the security and cover of CS employees who join the Association, as is done in our insurance program for example, and these are presently being worked out.

Physical Fitness Facility at Headquarters Excellent progress can be reported on the preparation of a "physical fitness" facility in the Headquarters basement. Necessary electrical, plumbing, and carpentry work have started. Almost all equipment has arrived. And plans are well along for the staffing and administration of the facility.

Barbershop for Headquarters Building Agreement has now been reached for GSI to install a barbershop in the Headquarters building. This includes providing the equipment, selecting the concessionaire, and supervising operation of the shop. One half of the fee that GSI receives from the concessionaire is expected to be made available to the Employee Activity Association, and it looks at present as though this will amount to  $6\frac{1}{2}\%$  of the shop's gross proceeds. Opening date for the shop, however, is at least 60 days off.

Credit Union Accounts Being Verified The bi-annual verification of Credit Union accounts is now in progress. Quarterly statements were mailed to members on 29 July with the request that they report promptly any discrepancies in the statements.

Security Practices of Credit Union Being Reviewed CIA Credit Union officials have met with representatives of the Bureau of Federal Credit Unions to discuss the handling of classified materials sent to the Bureau in correspondence or to which Bureau auditors are exposed during routine examinations of our Credit Union. Discussed at the meeting was a Memorandum of Understanding to record the practices we have followed informally over the years, as well as an agreement concerning the extent to which the Bureau may be unable to fulfill its responsibilities to the CIA Credit Union because of our security restrictions and, hence, the degree of responsibility we must bear for losses incurred because of deviations from normal credit union practices. The implications of such a Memorandum of Understanding are being studied and it will be referred with appropriate comments to the DD/S for review and approval.

### 3. AWARDS

Annual Awards Ceremony Set for 18 September Plans are well advanced for the Annual Awards Ceremony to be held in the Auditorium 18 September. Repre-

sentative recipients are being designated to receive Longevity Awards during the ceremony from among the 436 employees eligible for 15-year awards, and the 517 eligible for 10-year awards. The choral group is preparing for its part in the program. And other arrangements are being completed including the possible showing of the film made at the White House award ceremony when Mr. Kirkpatrick was honored recently.

### III SPECIAL REPORT

Sick leave is the subject of this month's Special Report which summarizes and analyzes sick leave used by vouchered employees of CIA during 1963. Some comparisons are also offered between sick leave usage in CIA and Government-wide sick leave usage as reported by the Civil Service Commission.